



Administration and Finance Committee Minutes

July 9, 2020

4:00 PM

Virtual Meeting

Commence: 4:00 PM

Adjourn: 5:07 PM

Committee Members:	Present	Absent
Mayor Erin Sitterley, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Clyde Hill	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Senayet Negusse	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Council Members Present: Stanley Tombs, Peter Kwon, Pam Fernald

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:00PM.</i>
2. Public Comment	<i>Public comments were required to be sent in electronically prior to the meeting. No public comments were received.</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 6/11/2020 minutes was provided to the committee for review. The committee approved the minutes as written.</i>
4. Council/City Manager Travel Pre-Approval or Final Approval	<i>None</i>
5. Consultant Contract for Building Needs Assessments	<u> X </u> Recommended for Approval <i>City Manager Carl Cole along with Senior Management Analyst Tim Ramsaur presented a proposed agenda bill authorizing the City Manager to enter into a contract with ARC Architects to provide a comprehensive review and analysis on security and operational modifications of City Hall. The funding for this analysis is already budgeted for 2020. The proposal also includes the option to evaluate the Public Works Maintenance Facility for an additional \$72,340, which is not included in the City's budget. The committee was in favor of performing the evaluation of both buildings at the same time. A budget</i>

	<i>amendment for the additional amount will be brought forward to council in August. The agenda bill authorizing the contract will be brought forward to the July 14th City Council meeting.</i>
6. Housing Action Plan Contract and Budget Amendment	<p><u> X </u> Recommended for Approval</p> <p><i>Senior Planner Kate Kaehny presented the committee with a proposed contract authorization and budget amendment in response to the acceptance of a \$100,000 grant from the Department of Commerce to develop SeaTac's first Housing Action Plan. The committee recommended this item for approval, it will be brought to the July 14th City Council meeting.</i></p>
7. Investment Report	<p><u> X </u> Informational Update</p> <p><i>Finance & Systems Director Gwen Pilo provided the committee with the May 2020 Investment Compliance Report and Portfolio Analysis.</i></p>
8. Q2 2020 Financial Reports	<p><u> X </u> Informational Update</p> <p><i>Finance & Systems Director Gwen Pilo provided the committee with the 2nd Quarter Financial Management Reports detailing actuals through June 30.</i></p>
9. 2019-2020 Biennial Budget Amendment	<p><u> X </u> Recommended for Approval</p> <p><i>Finance & Systems Director Gwen Pilo presented the committee with a proposed budget amendment to account for grants awarded by Department of Commerce and King County, and emergency funding for Seattle Southside Regional Tourism Authority. The committee recommended this item for approval and it will be brought to the July 14th City Council meeting.</i></p>
10. Set Special Meeting Date and Time	<i>Finance & Systems Director Gwen Pilo addressed the committee to request a special Administrative & Finance meeting in July, to bring forward a budget amendment addressing the revenue shortfalls anticipated in 2020. The committee supported scheduling a Special A&F Meeting for July 30th.</i>
11. Future Meeting Schedule	<i>The next Special A&F Meeting is scheduled for July 30th at 4:00 PM (Location: Virtual)</i>

12. Adjourn

Committee Chair Erin Sitterley adjourned the meeting at 5:07 PM.